

PUBLIC WORKS & HIGHWAY COMMITTEE MEETING MINUTES

January 14, 2020
Village Hall Board Room

CALL: Chm. Kaminski called the meeting to order at 6:00 p.m.

ROLL CALL: Chm. Kaminski, Trustee Members Hughes, Warren and Zabel. Also present were Dir. Ratayczak, Engr. Nitschke, and Secretary Wick.

APPROVAL OF MINUTES: MOTION made by Warren, seconded by Zabel to approve the Minutes of December 10, 2019.

Motion carried unanimously.

PUBLIC COMMENT: None

GERMANTOWN DEVELOPMENT HANDBOOK: Engr. Nitschke thanked Trustee Warren for providing feedback on the draft development handbook. Many of the comments were form and function comments in which some language needed to be changed. Staff will make sure the Handbook is clear and consistent. The draft will be red lined with Trustee Warren's comments and made available for Committee review at the February meeting.

MOTION made by Zabel, seconded by Hughes to postpone action on the Germantown Development Handbook until the February Public Works Committee meeting.

Motion carried unanimously.

CROMWELL ROAD DRAINAGE PROJECT: Project Engr. Ehlerding requested approval and guidance for a drainage issue that has plagued residents for many years. The proposed project would consist of burying a fifteen-inch pipe with 3 inlets in an existing public easement which would assist in moving overland flow to the existing storm sewer. Additional work within the scope of the project would be the removal of all trees, brush, and obstructions within the 20-foot public drainage easement whether by the contractor hired to do the work or the residents themselves. Affected residents were notified of the potential project, trees to be removed within the easement were marked, a public informational meeting was held, and letters sent to the affected residents as to when the project would be discussed at the Committee level. The Engineer's estimate was \$110,000. Funding of the project would come from the Stormwater Relay budget.

Comments were received from the following who expressed their property concerns and history of the drainage area;

Robert Froelich, N111 W16327 Catskill Lane

Tim Kenney, N110 W16346 Cromwell Road

Patricia Hoehnen's daughter, W162 N11129 Cromwell Road

Mike Torn, W162 N11091 Cromwell Road

Becky Villeneuve, W162 N11135 Cromwell Road

Staff & Committee addressed questions regarding property lines, in which staff would verify they were following the Certified Survey Maps in where the easement should lie. Discussion ensued. A property owner has the right to hire a private Surveyor if they dispute property lines.

Inlets would be placed strategically in the easement area in the event a resident would want to bury their own sump discharge up to the drainage easement. Permits, labor, and material costs for that work would be borne by the property owner.

Re-ditching the easement area was not a viable option due to current grades, the need for temporary limited easements to match side slopes, and future maintenance. Restoration will consist of seeding only.

MOTION made by Zabel, seconded by Warren authorizing staff to obtain bids for the Cromwell Road Drainage Project.

Motion carried unanimously.

REVIEW PUBLIC WORKS/ENGINEERING DEPTS. FUNCTION AND PROCESS:

Adm. Kreklow expressed with the vacancy of the Village Engr. and Engr. Tech positions, it would allow for the opportunity to discuss the functions, organizational structure, and some of the processes within the Public Works Department. Between the workload, increase in projects, and the complexity of some of the issues, it would be an opportune time to get outside feedback on the way things are done within the department and if there was potential for improvements. Adm. Kreklow would contact outside firms and obtain a timeline and cost to perform a study. This information would then be discussed at a future Public Works Committee meeting. In the interim of the two vacant positions, staff will look to outsource contractors and/or redistribute workload internally. Discussion followed. Adm. Kreklow noted it would be beneficial for the Committee to join in discussion with whomever is brought in to complete a study and, provide feedback and their vision on how they would like to see things work for the department.

WELL #11 – FILTER TANK VALVE REPLACEMENTS:

MOTION made by Zabel, seconded by Hughes authorizing staff to purchase 15 butterfly valves and Pneumatic actuators as part of the Well #11 rehabilitation from Dorner Company for an amount not to exceed \$13,312.00.

Motion carried unanimously.

WELL #11 – HMO PUMPS & PLC'S:

MOTION made by Zabel, seconded by Hughes to forward to the Village Board with a positive recommendation authorizing staff to purchase two HMO pumps, Programable Logical Controller and HMI (visual screen) from William Reid for a cost not to exceed \$43,195.00.

Motion carried unanimously.

BACKFLOW PROTECTION – HYDRO CORP: Staff requested authorization to renew the existing contract with Hydro Corp. to perform the Utilities commercial cross connection inspections as required by the DNR. The two-year contract is paid monthly. Discussion followed on possibly going out for bid in the future. Trustee Hughes questioned if there was a recourse process when a business does not agree with cross-connection inspections findings.

Supt. Haugen sites the Plumbing Code to those businesses noting the Village had to comply with the Safe Drinking Water Act that prevents cross connection from potable to sanitary conditions. It was unknown whether the WDNR had an appeal process.

MOTION made by Warren, seconded by Zabel to forward to the Village Board with a positive recommendation authorizing the renewal of the Hydro Corp. two-year contract totaling \$28,800 paid over a 24 month period for the Utilities commercial cross connection inspections. Funds to be allocated from Acct. #50-741-530-6640.

Motion carried unanimously.

BLANKET PURCHASE ORDER – WATER METERS:

MOTION made by Hughes, seconded by Warren to forward to the Village Board with a positive recommendation to approve the allocation of \$150,000 in the form of a blanket purchase order for the continuing purchase of water meters from Metron/Franier on an as needed basis. Funds to be allocated from Acct. #50-180-183-3460.

Motion carried 3-1 (Zabel).

AWARD OF CONTRACT – GATEWAY CROSSING: Staff advertised and received eight proposals ranging from \$1,396,848.70 to \$2,249,847.50 for the proposed extension of Gateway Crossing from the current cul-de-sac north to Rockfield Road. This project was included in the TID #8 feasibility study. Trustee Warren expressed he was not in favor of adding a contingency to the bid amount and would approve the bid minus the contingency. Dir. Ratayczak explained the contingency was requested by staff which provides flexibility in the event of minor change orders without requesting Committee approval.

MOTION made by Warren, seconded by Hughes to forward to the Village Board with recommendation to award a contract to Advance Construction in an amount of \$1,396,848.20 and a total project amount of \$1.4 million for the Gateway Crossing Extension (to Rockfield Road).

Chm. Kaminski suggested taking a closer look at project contingencies at some point in the future.

Tied Vote - Motion 2-2 (Kaminski, Zabel) Motion Fails

STORMWATER POLLUTION PREVENTION PLAN CONSULTING SERVICES – INFORMATIONAL ONLY: Dir. Ratayczak reported the WDNR directed the Village to complete a site-specific Storm Water Pollution Prevention Plan (SWPPP) for the Village owned Recycling yard. The SWPPP requirement is included in the WPDES and MS4 Permit. Currently Ruckert and Mielke is under contract for the reissuance of the MS4 Permit which would make them the most suitable to perform the site specific SWPPP for the Recycling yard. The Agreement amounted to \$5,272.00 and was to be completed no later than June 30, 2020.

PROJECTS UPDATE: Dir. Ratayczak provided the Committee with a list of Village projects with associated updates and answered questions.

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NEXT MEETING DATE: The next Public Works and Highway Committee meeting will be held TUESDAY, February 4th at 6:00 p.m.

ANNOUNCEMENTS: None.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:05 p.m.

A handwritten signature in cursive script that reads "Janice Wick". The signature is written in black ink and is positioned above the typed name.

Janice Wick, Recording Secretary